

**J. FORMS****1. DSHS 02-538(X), Certified Mail Status Inquiry**

- a. Use: To determine delivery status of food coupons sent certified mail when the assistance unit reported non-receipt, the coupons were sent to the correct address and the coupons were not returned to DMU.
- b. Completion: The financial worker completes the form except for the Delivery Status section and signs it.
- c. Distribution: The financial worker gives the original and yellow copies to the CSO mail clerk and retains the pink copy as the control copy. The mail clerk sends it to the post office. The post office calls in the information, completes the Delivery Status section on the form and sends the form back to the CSO.

When the yellow copy returns from the post office, destroy the pink copy and file the yellow copy in the case record.

**2. DSHS 07-008(X), Affidavit of Lost, Stolen or Destroyed Warrant**

- a. Use: Documenting the client's statement of a warrant loss. The form is also used to notify various sections of the agency and the State Treasurer's Office that the warrant should be cancelled.
- b. Completion: The client completes the section above the notary section, the client and notary signs the form and the financial worker completes the appropriate sections below the shaded area.
- c. Distribution: The original and first two copies are given to the Negotiable Control Clerk. File a copy in the case record.

**3. DSHS 09-052(X), Affidavit of Forged Endorsement**

- a. Use:
  - (1) For Cash Assistance: To notify Disbursements and the State Treasurer that the client did not endorse a warrant that was cashed.

The State Treasurer uses the form to reclaim funds paid in error to a financial institution because of a forgery.

- (2) For food assistance: To document the client's statement that the client did not endorse a Food Authorization Card (FCA) when both the original and replacement FCAs are cashed.
- b. Completion: The financial worker completes the form, the payee and notary signs the form.
- c. Distribution:
  - (1) Send the original and one copy to Office of Accounting Services/Disbursements at MS: 45845. Also send an English version if the original is a translated form.
  - (2) File a copy in the financial case record.
- 4. DSHS 12-008(X), Affidavit Non-Receipt/Replacement Authorization -- Food Stamp Program
  - a. Use: Documenting the loss of an FCA or coupons and authorizing a replacement.
  - b. Completion: The financial worker completes the form and the client and notary signs and dates the form.
  - c. Distribution:
    - (1) If the replacement is for food coupons or food lost in a disaster, route all copies to the cashier.
    - (2) If the replacement is an FCA, route all copies to the FCA clerk